



Law Clerk
Kent County
17th Judicial Circuit Court

The 17th Judicial Circuit Court of Kent County has a unique opportunity for qualified individuals to gain valuable experience in the daily operations of the Court. The successful candidate will assist the judiciary by researching legal resources for precedents and opinions with respect to legal issues and points of law for the preparation of decisions and/or legal opinions. Will conduct research to provide citations to support judicial opinions and decisions, and draft opinions and decisions as directed by the judiciary. Other duties will include filing documents for Court actions, performing related work to expedite litigation of civil, criminal and family law matters, and various duties as assigned.

Requires a Juris Doctorate or Bachelor of Law degree from an accredited institution along with a thorough working knowledge of civil and criminal law and trial practices and procedures, including Michigan Court rules. The ability to conduct legal research using both electronic and published resources for relevant legal precedents and interpretations is required. Effective communication skills, both oral and written, and a thorough working knowledge of brief preparation are essential. Requires the ability to interact positively with judges, attorneys and other employees of the Court.

This temporary employment opportunity may last for one year with the option to extend for an additional year and is an "at will" employment relationship. The salary is \$45,885 annually and is accompanied by a comprehensive benefits package. For additional information about Kent County or to apply online visit our website at www.accesskent.com. **Please note that this position is not available until after July 1, 2006.**

For consideration please submit a Kent County Application for Employment along with a cover letter, resume, official law school transcripts, and writing sample to Kent County Human Resources, County Administration Building, 300 Monroe NW, Grand Rapids, MI 49503. Applications are available online or by calling the job hotline at (616) 632-7450. **(Please note: If you apply online your official transcripts and writing sample must be mailed to the above address, attention Stephanie Hernandez.)**

Apply by February 17, 2006.

Kent County is an equal opportunity employer committed to a diverse workforce.

"Kent County...where diversity and inclusion matter."